

**UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK**

May 29, 2012

HC-67-12

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to request the assistance of the Permanent Missions in verifying the accuracy of the records of the Department of State's Office of Foreign Missions (OFM) concerning the location and use of real property in the United States that is owned or leased by foreign missions or the governments that they represent.

The Permanent Missions are requested to provide OFM with the following information associated with properties that the missions own, lease, or otherwise use in the United States:

1. The exact address of such properties, including if applicable, apartment, suite, or floor numbers;
2. Whether the such properties are owned or leased;
3. A description of the existing uses associated with such properties;
 - If the property is comprised of multiple floors or units, a general description of each floor's use(s) should be provided. Such descriptions may be provided simply as "office use", "residential", or "commercial";

DIPLOMATIC NOTE

4. For leased properties, please provide the start and end dates associated with each lease;
5. The inclusion of one of the following statements with respect to each property that is owned by the mission or the government it represents:
 - No part of this property is used for commercial purposes; or
 - A portion or all of this property is used for commercial purposes, and by doing so, the mission understands that such use deprives the areas used for such purposes of its eligibility for exemption from property taxation.
 - If a portion or all of a property is used for commercial purposes, missions are required to provide OFM with information detailing the square footage of the premises that is used for commercial purposes.

OFM would appreciate receiving responses to this inquiry no later than July 31, 2012. The failure of a mission to comply with this request could jeopardize the tax exemption status that is currently extended to properties owned by the mission or the government that it represents.

Such responses may be sent to OFM's New York Regional Office (OFM/NY), located at 799 United Nations Plaza, 8th Floor, New York, NY. OFM/NY can also be contacted at OFMNYCustomerService@state.gov and via facsimile at (646) 282-2823. Alternatively, responses may be sent to OFM's headquarters by facsimile at (202) 736-4145 or by electronic mail to OFMProperty@state.gov. Inquiries regarding this request may be directed to the Office of Foreign Missions at (202) 895-3500, option 5, or to OFMProperty@state.gov.

The United States Mission looks forward to the continued cooperation of the Permanent Missions in meeting the requirements of the Foreign Missions Act.

A handwritten signature in black ink, appearing to be 'J.P.D.', located at the bottom right of the page.